

**SUMMARY OF THE
MEMBERSHIP AND OUTREACH COMMITTEE MEETING
DECEMBER 3, 1998**

The Membership and Outreach Committee met by teleconference Thursday, December 3, 1998, at 2:00 p.m. Eastern Standard Time (EST). The meeting was led by its chair, Dr. Irene Ronning of the Oregon Health Division/Public Health Laboratories. A list of action items is given in Attachment A and a list of Participants is given in Attachment B. *The purpose of this meeting was to address the issues from the last teleconference and new issues regarding FAQs, Presentation Materials, and plans for the Interim Meeting.*

SUMMARY

Previous Issues:

The Committee approved the minutes from the October 7, 1998 teleconference.

Ms. Jeanne Mourrain of the U.S. Environmental Protection Agency (EPA) mentioned that the post cards regarding the Interim Meeting had gone out. EPA had sent the cards via bulk mail and the mailing was delayed about ten days. Therefore recipients will most likely receive them later than originally planned.

Dr. Ronning followed up with Ms. Pauline Bouchard, chair, Program Policy and Structure Committee to see if she had received the Membership and Outreach Committee's proposed changes to the Constitution and Bylaws, and Chapter 1. Ms. Bouchard verified that she had received these changes, and had made some minor grammatical changes.

The next issue was the October 7, 1998 teleconference Action Item No.1 regarding presentation materials. Ms. Mourrain participated in this conference call and the committee restated their position that presentation materials should be made available on the NELAC Website. Ms. Mourrain's concern was people would attempt to alter the presentation materials. Ms. Mourrain will reconsider this issue if a quote is added which states these materials cannot be modified if they have an EPA Logo. Dr. Ronning suggested placing the presentation materials on the Website without the EPA Logo. Ms. Mourrain will also consider this approach.

The next issue was Action Item No. 2 from the October 7, 1998 teleconference. Dr. Ronning was going to recommend that the Board of Directors conduct a straw poll of State Representatives. The Committee would prefer a survey to a straw poll. Ms. Mourrain stated that a survey could not be done under the NELAC/NELAP umbrella, but a straw poll could be done. A survey could be done at the State/Private Sector Level. Dr. Ronning will contact Mr. Chuck Wibby about this possibility.

Action Item No. 5 of the last teleconference pertained to the committee obtaining a copy of the NELAC Video. The Committee asked Ms. Mourrain how they could obtain a copy of the video. Ms. Mourrain said the information on how to obtain the video would be put on the NELAC

Website. She also stated that States can receive the video free of charge and the private sector can obtain it at \$35.00 per copy.

Ms. Diane Baldi did not participate in this teleconference, and therefore was unable to report her progress on Action Items No. 3 and No. 4 from the last teleconference. Dr. Ronning will talk to her in the future regarding these matters.

Ms. Robin Santos described her progress on the Fact Sheet revisions and stated that the revisions were minor. Dr. Ronning will look over these revisions and forward the Fact Sheets to the committee members for comments.

New issues:

Dr. Ronning has received responses regarding frequently asked questions (FAQs) from the Quality Systems Committee, and from Ms. Carol Batterton of the Texas Natural Resource Conservation Commission (TNRCC). The committee feels that the committees need to provide more clarification of questions and more detailed answers than what they have received thus far. Dr. Ronning requested that a committee member volunteer to review the Fact Sheets and pick items that could be FAQs. It was suggested that they should restate the request for the committees' FAQs at the Interim Meeting in an attempt to get a higher response rate. It was also suggested that a committee member could review the Interim Meeting minutes for FAQs.

Dr. Ronning will bring the presentation materials that she has to the Interim Meeting for committee review and to present these to Ms. Mourrain.

Dr. Ronning asked the committee to review the NELAC Website and suggest improvements and changes. The committee feels the history of NELAC should be added due to the number of new people who are now involved in NELAC. NELAC has already resolved many issues that continue to come up due to new members not knowing the history. Mr. Don Zahniser has already volunteered to serve as the NELAC historian.

Ms. Rhonda Carter asked Ms. Mourrain to review the EPA QA/R-2, *EPA Requirements for Quality Management Plans*, and EPA Order 5360.1 CHG. 1, *Policy and Program Requirements for the Agency-wide Quality System*, which are inconsistent with the NELAC Standards and Ms. Mourrain agreed to do so.

Ms. Mourrain said that the State programs were being inspected. In addition, she mentioned that Idaho may decide not to become NELAC Accredited at this time due to the State's resources. She also stated that EPA will implement Performance-Based Measurement Systems (PBMS) in 18 months.

The teleconference was adjourned. The next teleconference will be held after the Interim Meeting.

ACTION ITEMS
MEMBERSHIP AND OUTREACH COMMITTEE MEETING
DECEMBER 3, 1998

Item No.	Action Item	Date To Be Completed
1.	Ms. Mourrain will reconsider the options regarding posting presentation materials on the NELAC Website.	
2.	Dr. Ronning will review the Fact Sheet revision made by Ms. Santos and forward the Fact Sheets onto the committee members.	
3.	Dr. Ronning will bring the presentation materials that she has to the Interim Meeting for committee review and to present these to Ms. Mourrain.	January 11, 1999
4.	Ms. Mourrain will review EPA QA/R-2, <i>EPA Requirements for Quality Management Plans</i> , and EPA Order 5360.1 CHG 1, <i>Policy and Program Requirements for the Agency-wide Quality System</i> , for inconsistencies with the NELAC Standards.	

**PARTICIPANTS
MEMBERSHIP AND OUTREACH COMMITTEE MEETING
DECEMBER 3, 1998**

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